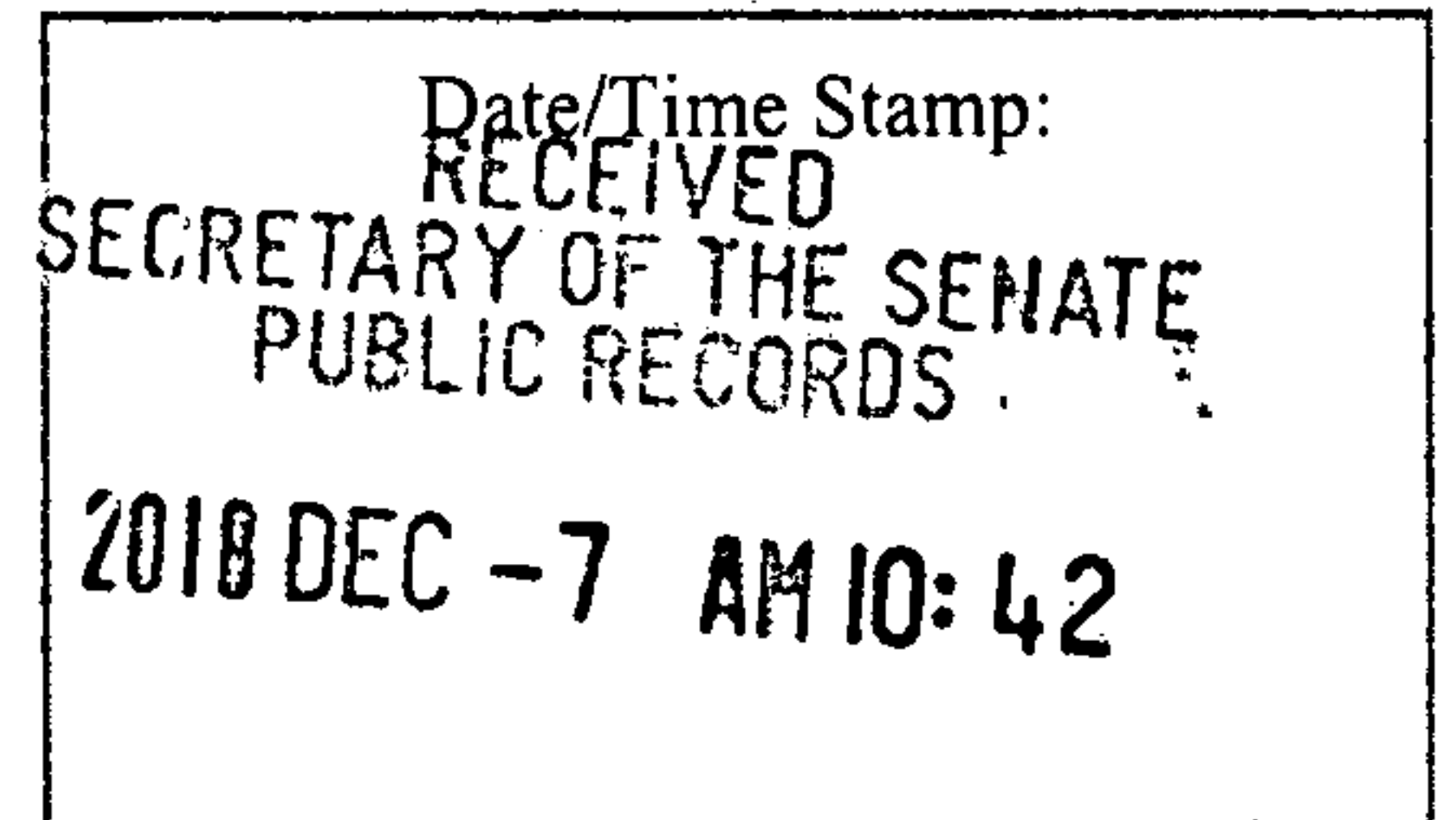


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Boston Medical Center

Travel date(s): May 18, 2018

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$393.93 for airfare; \$40 for Uber to and from the airport	N/A	\$15 for lunch	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The day consisted of a series of meetings on Medicaid financing of hospital systems, as well as the impact

of homelessness and opioid abuse on treatment for vulnerable populations. There were 7 meetings on this subject.

12/7/18  
(Date)

Stuart Portman  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/7/18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

# United States Senate

## SELECT COMMITTEE ON ETHICS

May 14, 2018

Stuart Portman  
Committee on Finance  
United States Senate  
Washington, DC 20510

Dear Mr. Portman:

This responds to your recent correspondence concerning an invitation you received to travel on a fact-finding trip to Boston, Massachusetts, on May 18, 2018, sponsored by Boston Medical Center. Boston Medical Center certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. Boston Medical Center has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Boston Medical Center is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

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<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

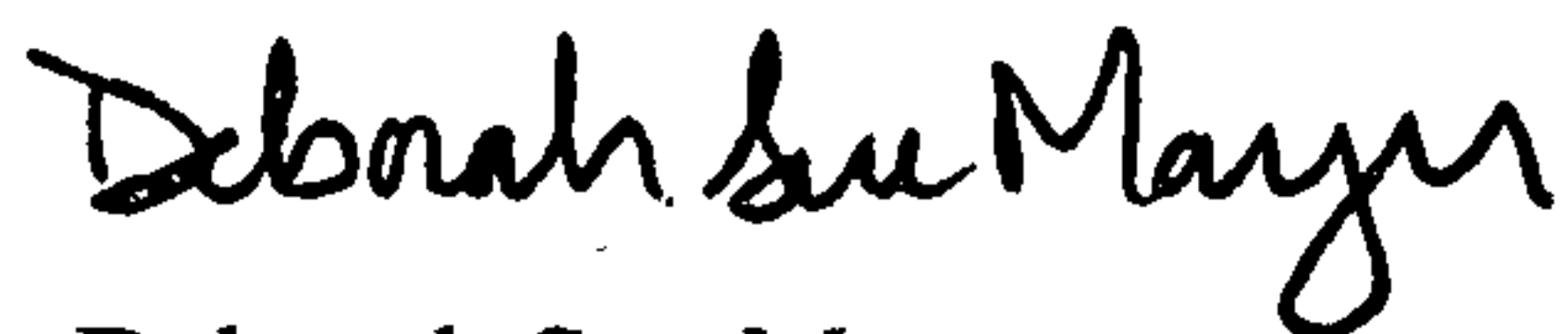


*Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**<sup>3</sup>

Finally, Senate Rule 34 requires a reporting individual,<sup>4</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure:     Travel Checklist

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<sup>3</sup> Trip extensions for any purpose do not extend this deadline.

<sup>4</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAY10 18AM 9:51

Name of Traveler: Stuart Portman

Employing Office/Committee: Senate Finance Committee

Private Sponsor(s) (list all): Boston Medical Center

Travel date(s): May 18, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Boston, Massachusetts

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Senate Finance Committee (majority) policy lead on Medicaid, the Children's Health Insurance Program, and the Affordable Care Act individual market exchanges, this trip from Boston Medical Center will provide for a day of tours of the medical facilities, roundtables on innovative ways to care for Medicaid populations, and policies to address opioid use disorder in Medicaid populations, a publicly stated priority of the Senate Finance Committee. The conversations will also include meetings on how health systems address social determinants of health in Medicaid.

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

05/09/2018  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Orrin G. Hatch hereby authorize Stuart Portman  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

5-9-18  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



EXCEPTIONAL CARE. WITHOUT EXCEPTION.

**Date:** Friday, May 18, 2018

**Guest:** Stuart Portman, Health Policy Advisor for U.S. Senate Finance Committee

**Agenda:**

Start	Stop	Topic	Description	Attendees	Location
9:15	9:50	BHCHP Overview	Boston Health Care for the Homeless	Dr. Denise De Las Nueces	BHCHP
10:00	10:45	BMC Overview	Overview	Kate Walsh	Shapiro 1
10:50	11:05	Pharmacy	Role in ACO and Value of 340B	David Twitchell	Shapiro 1
11:20	11:45	Food Pantry	Nutrition and Food Security	Latchman Hiralall	Yawkey Basement
12:00	1:00	Grayken Center and Lunch	SUD services, esp OBAT	Michael Botticelli Colleen LaBelle Dr. Daniel Alford	Shapiro 5
1:10	1:35	ACO Pilot & integrated behavioral health	Approach and Results	Dr. Christine Pace	Shapiro 5
1:40	2:00	Emergency Dept.	Overview	Dr. Evan Berg	Menino lobby



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): Boston Medical Center
  2. Description of the trip: We have invited Stuart to visit the hospital to tour clinics and meet with clinical and administrative leaders, related to our ACO, opioid treatment and social determinants of health.
  3. Dates of travel: May 18, 2018
  4. Place of travel: Boston, MA
  5. Name and title of Senate invitees: Stuart Portman, Senate Finance Committee majority staff
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR-
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

-AND-

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND-
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**- OR -**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

This trip is sponsored solely by Boston Medical Center for the purpose of educating Stuart Portman  
about the hospital's work to address health care costs.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

45% of Boston Medical Center's patients are Medicaid members. Boston Medical Center has some  
innovative approaches to managing overall health care costs for Medicaid members. Medicaid is in the  
jurisdiction of the Senate Finance Committee.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

None.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Boston Medical Center hosts tours and education sessions for local, state and federal policy makers

who are intersted in the delivery of health care for low income populations.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$393.93 for air fare. Aprox, \$30 for cab rides to and from the airport, so approximate travel expenses of \$423.93.	N/A	Approx \$15 for lunch.	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This event is planned specifically with regard to this individual who accepted our invitation to come to the  
hospital to learn more about the work that we do.

18. Reason for selecting the location of the event or trip

The hospital is located in Boston, MA.

19. Name and location of hotel or other lodging facility:

N/A

20. Reason(s) for selecting hotel or other lodging facility:

N/A



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lunch provided, estimated to cost \$15, will be well below the daily per diem for meal expenditures.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round trip coach flights

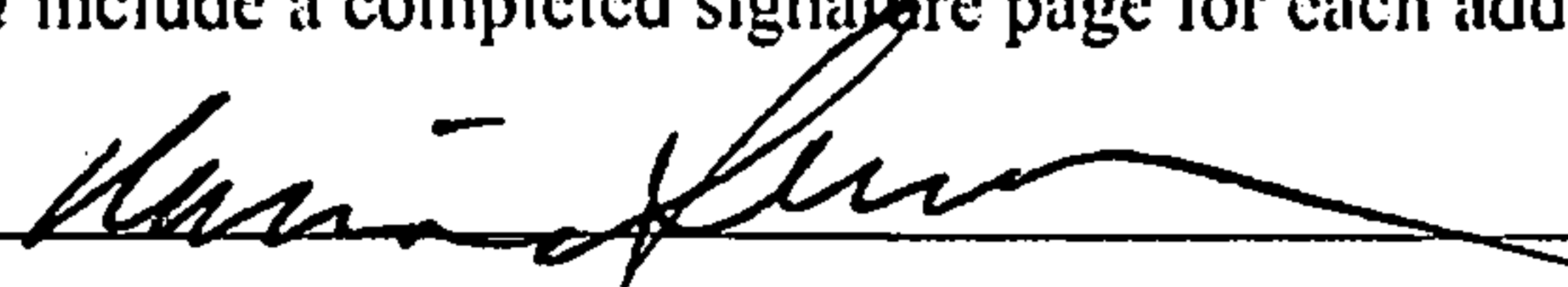
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Melissa Shannon, Vice President for Government Affairs

Name of Organization: Boston Medical Center

Address: 715 Albany Street, Talbot 1, Boston, MA 02118

Telephone Number: 617-638-6732

Fax Number: 617-638-7372

E-mail Address: Melissa.Shannon@bmc.org